



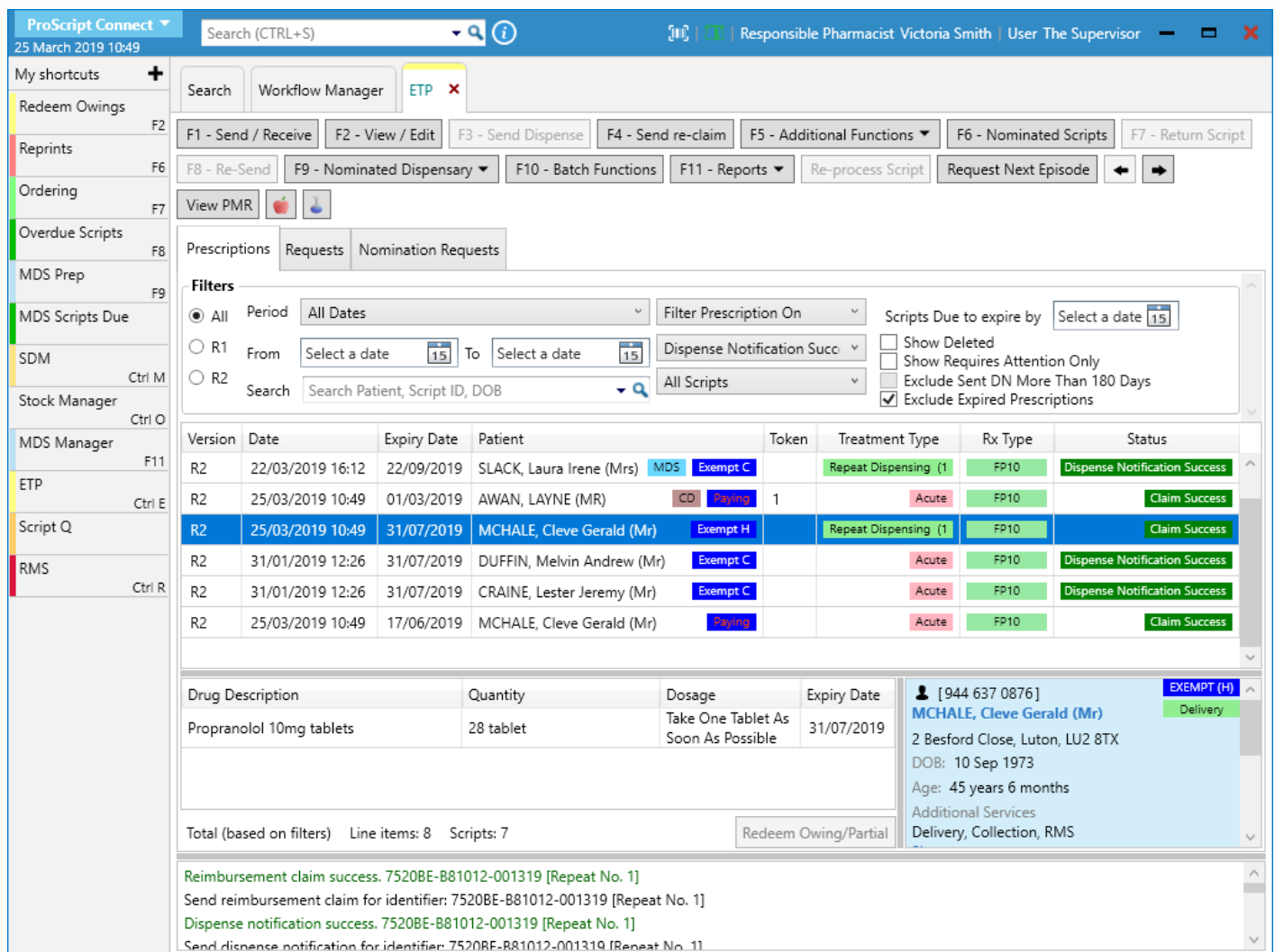
# Sending a Claim

If you want to batch scan several prescriptions to send claims, please refer to the [Scan to Send Claims](#) article.

 Whenever applicable, if you want your claim to apply for the current calendar month, you need to ensure you send dispense notifications before the end of the month and your claim before the 5<sup>th</sup> of the following month.

 If you want the claim for a Schedule 2, 3 or 4 CD prescription to apply for the current calendar month, you just need to ensure you send the dispense notification within 28 days of the issue date, and the claim, as per the usual process, before the 5th of the following month.

1. To begin, open the ETP Main Screen from the ProScript Connect Main Screen by clicking the **[ETP]** shortcut button, or by pressing **[Ctrl+E]**.
2. From the ETP Main Screen, highlight a prescription with a **Dispense Notification Success** status and select the **[F4 – Send Claim]** button.
3. The system will poll the NHS Spine and send the claim. The ETP Main Screen updates to display the prescription with a **Claim Success** status.



The screenshot shows the ProScript Connect interface. The top navigation bar includes the search bar, user information (Responsible Pharmacist Victoria Smith, User The Supervisor), and window controls. A sidebar on the left lists various shortcuts like 'My shortcuts', 'Redeem Owings', 'Reprints', 'Ordering', 'Overdue Scripts', 'MDS Prep', 'MDS Scripts Due', 'SDM', 'Stock Manager', 'MDS Manager', 'ETP', 'Script Q', and 'RMS'. The main area displays a list of prescriptions with columns for Version, Date, Expiry Date, Patient, Token, Treatment Type, Rx Type, and Status. The selected prescription is for MCHALE, Cleve Gerald (Mr), with a status of 'Claim Success'. Below the list, a detailed view shows the drug description (Propranolol 10mg tablets), quantity (28 tablet), dosage (Take One Tablet As Soon As Possible), and expiry date (31/07/2019). A patient profile card for MCHALE, Cleve Gerald (Mr) is also visible, including contact information and address. At the bottom, a log shows messages such as 'Reimbursement claim success. 7520BE-B81012-001319 [Repeat No. 1]' and 'Dispense notification success. 7520BE-B81012-001319 [Repeat No. 1]'.

Version	Date	Expiry Date	Patient	Token	Treatment Type	Rx Type	Status
R2	22/03/2019 16:12	22/09/2019	SLACK, Laura Irene (Mrs)	MDS Exempt C	Repeat Dispensing (1)	FP10	Dispense Notification Success
R2	25/03/2019 10:49	01/03/2019	AWAN, LAYNE (MR)	CD Paying	Acute	FP10	Claim Success
R2	25/03/2019 10:49	31/07/2019	MCHALE, Cleve Gerald (Mr)	Exempt H	Repeat Dispensing (1)	FP10	Claim Success
R2	31/01/2019 12:26	31/07/2019	DUFFIN, Melvin Andrew (Mr)	Exempt C	Acute	FP10	Dispense Notification Success
R2	31/01/2019 12:26	31/07/2019	CRAINE, Lester Jeremy (Mr)	Exempt C	Acute	FP10	Dispense Notification Success
R2	25/03/2019 10:49	17/06/2019	MCHALE, Cleve Gerald (Mr)	Paying	Acute	FP10	Claim Success

Drug Description	Quantity	Dosage	Expiry Date
Propranolol 10mg tablets	28 tablet	Take One Tablet As Soon As Possible	31/07/2019

Total (based on filters) Line items: 8 Scripts: 7 Redeem Owing/Partial

Reimbursement claim success. 7520BE-B81012-001319 [Repeat No. 1]  
 Send reimbursement claim for identifier: 7520BE-B81012-001319 [Repeat No. 1]  
 Dispense notification success. 7520BE-B81012-001319 [Repeat No. 1]  
 Send dispense notification for identifier: 7520BE-B81012-001319 [Repeat No. 1]

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	7 <sup>th</sup> June 2019		Joanne Hibbert-Gorst

### Contact us

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